

# CHECKLIST

## for TRANSFER STUDENTS

To help you register successfully for the Fall 2011 semester, please go to **Steps to Enroll** at [www.jjay.cuny.edu/transfer](http://www.jjay.cuny.edu/transfer)

**PAY SPECIAL ATTENTION TO THESE ENROLLMENT STEPS!**

- **SET UP YOUR EMAIL ACCOUNT TODAY:** John Jay College will be communicating with you using **your new John Jay email account** and your personal email address linked to your CUNY Portal account. Thus, it is very important that you check your accounts **daily** so that you do not miss out on any important information that could delay your enrollment to John Jay College. Please go to [www.jjay.cuny.edu/transfer](http://www.jjay.cuny.edu/transfer) to activate your John Jay email account, to review the New Transfer Student Tutorial, immunization documents and for additional information. Upon completing the enrollment process, John Jay College will be communicating with you **exclusively** through your John Jay email account.

- **COMMITMENT DEPOSIT AND ADMISSIONS COMMITMENT FORM:** John Jay College requires newly admitted applicants to pay a non-refundable **\$100 deposit towards tuition and fee charges** by May 1, 2011. If you were admitted after May 1, 2011, your commitment deposit is due 15 days after the date indicated on your admissions letter.

Enclosed is the **Commitment Deposit Form**. This form will also be sent via email. The deposit reserves your space in the entering class and allows John Jay College to schedule you for an advisement and registration session. An online **Admissions Commitment Form** link will be sent via your John Jay College email address. You are required to complete it. The Admissions Commitment Form lets us know if you accepted your admission to John Jay College or would like to defer it to the next semester. It also helps us identify if you have taken **Advanced Placement exams** while attending high school.

**Commitment deposits** may be submitted by check or money order, along with the Commitment Deposit Form and mailed to: John Jay College, Bursar's Office, 899 Tenth Avenue, New York, NY 10019. Cash payments for Commitment Deposits can be made in person or **online**. For more information check the **Steps to Enroll** page at [www.jjay.cuny.edu/transfer](http://www.jjay.cuny.edu/transfer).

**Commitment deposit waiver eligibility:** You may be eligible to have your commitment deposit waived if you filed your Free Application for Federal Student Aid (FAFSA) and your Student Aid Report (SAR) has an expected family contribution (EFC) of \$3,000 or less. Check your Student Aid Report (SAR) sent by FAFSA to your personal email address to find your EFC. Enter your EFC on the **Admissions Commitment Form** and submit it. The Financial Aid Office will verify eligibility for the waiver. You will be notified via email if the waiver was granted.

- **IMMUNIZATION REQUIREMENTS:** Before you register for classes, you will need to download and submit to the Health Office the immunization forms noted on the Steps to Enroll page at [www.jjay.cuny.edu/transfer](http://www.jjay.cuny.edu/transfer).

- **CUNY ASSESSMENT TEST IN MATHEMATICS:** If you did not complete a college-level algebra course or a pre calculus or a calculus course from your previous college, you are required to take the **CUNY Assessment Test in Mathematics** for placement purposes. To schedule your test date, you may email the Testing Office at [testing@jjay.cuny.edu](mailto:testing@jjay.cuny.edu) and in the subject section enter "**Fall 11 Transfer**" or you may call them at **212.237.8108**.

■ **COURSE EVALUATION AND REGISTRATION:** Upon completing the above steps, you will be ready to register for courses. An email will be sent to you confirming that your transfer credits have been evaluated and posted on eSIMS. A copy of how your courses in progress (courses you are currently taking at your college) transfer to John Jay College will be mailed to your home. We cannot post these courses on eSIMS until we receive a final transcript.

Login to the CUNY Portal and click on **DegreeWorks** to view your degree audit before you register for courses. The **New Transfer Student Tutorial** has information to help you understand your credit evaluation and how to register on eSIMS.

Advisement and Registration workshops will be provided. An email with an RSVP link will be sent to you with the dates and times.

■ **TRANSCRIPTS:** Students with courses in progress must have official transcripts mailed to the Admissions Office as soon as they have completed their studies.

■ **FINANCIAL AID:** If you have not yet applied for financial aid, please read this financial aid section noted on the Steps to Enroll page. You will need to complete your FAFSA application to determine financial aid eligibility by **June 1, 2011**.

■ **IF YOU APPLIED FOR FAFSA,** check your personal email for your Student Aid Report (SAR). Download the Student Aid Report (SAR) and read it carefully. If the Student Aid Report (SAR) states that you need to verify information that you entered on the FAFSA, you will need to submit the required document in addition to your income documentation. Below is a list of acceptable income documentation that you will need to submit along with the 2011 – 2012 Verification Worksheet. Submit documentation in person to One Stop.

- 1) Signed copies of your parents' and your 2010 Federal tax forms (1040, 1040A or 1040EZ, including W-2 forms)
- 2) Social Security award letter for 2010 (Form 1099)
- 3) Public Assistance (PA) budget letter, dated 2010, listing all family members in the case
- 4) Veteran's benefits award letters for 2010
- 5) Pension award notices for 2010
- 6) Birth or baptismal certificates for siblings not listed on tax returns or PA budget letter

■ **TO DOWNLOAD THE 2011 – 2012 VERIFICATION WORKSHEET,** go to: **www.jjay.cuny.edu**, click on **The Jay Stop**, click **Money Matters**, choose **Getting Financial Aid**, scroll down to **Financial Aid Forms** and click on either **2011 – 2012 Dependent** or **Independent Verification Worksheet**. Use the Financial Aid Estimator to find out the kind of financial aid you may expect. You can find the link for the **Financial Aid Estimator** on the "**Getting Financial Aid**" website. For more Financial Aid information, you should click on **Financial Aid TV**.

■ **TRANSFER ORIENTATION** will be held on Tuesday, August 23, 2011. Once you have registered for classes, an email with an RSVP link will be sent to you with more information.

**The first day of class is August 26, 2011.**